



Job Announcement

Relocation not included

Announcement Number
GCFLCIF0222

Opening Date
02-22-10

Closing Date
03-22-10

Full-Time Position
General Clerk II

Location
Fort Lee, VA

Days/Hours
Monday – Friday; Hours TBD

Description

Perform clerical duties to support the Central Issuing Facility at Fort Lee. Clerical duties include filing, typing, data entry, mail pick up, faxing and copying. Communicate and relay business information by telephone and e-mail. Perform other clerical duties as assigned.

Qualifications

Knowledge of Microsoft Office. Previous clerical and military experience desirable. Must be able to type 35 WPM, work overtime, obtain a favorable security background clearance and possess a valid driver's license.

Salary

\$12.96 / hour

Introductory Period

Six months

Application Instructions

Submit application (www.dellew.com) *AND* resume (do not send a link to your resume) in either 'pdf' or 'doc' format via: e-mail careers@dellew.com; fax to (808) 440-0612; mail to or drop off at 419 Waiakamilo Road, Suite F, Honolulu, HI 96817. *Reference job announcement number GCFLCIF0222. No phone calls please.*

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Equal Opportunity Employer. Drug Free Workplace.